

Adopted: September 2001, Revised: _____**Class Title: Manager of Broadcast Services****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the programming and operation of a television station. Manages video services, develops and implements programs, supervises personnel, and performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages operations by overseeing program schedule preparation and distribution, handling the coordination of program tapes, producing and airing programs, acquiring shows from other sources, and managing on-air bulletin, and public service announcement content.
2	S	Manages video services by negotiating and managing various contracts, monitoring video planning requirements, producing and duplicating videos, maintaining videotape archives, and taking requests for event coverage.
3	S	Develops and implements programs by determining program focus, developing concepts, and designing program elements.
4	S	Supervises personnel by managing activities, assigning duties, conducting reviews, and approving leave and travel mileage.
5	L	Performs related duties by preparing various reports, making presentations, making public appearances, hosting shows, serving on committees, preparing and submitting awards, and assisting with television promotions.

Adopted: September 2001, Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Operator's Driver's License
Reading	Work requires the ability to read news media, correspondence, various reports, and related materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write scripts, correspondence, various reports, news articles, program schedules, and related materials.
Managerial	Managerial responsibilities include planning and managing budgets, and program and production development.
Budget Responsibility	Researches for documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Shooting videos, making presentations, observing work activities
Sitting	F	Desk work, control room work, driving
Walking	F	To and from office equipment and studio
Lifting	O	Video equipment, props
Carrying	O	Video equipment, props
Pushing/Pulling	O	Video equipment
Reaching	O	For items on higher shelves
Handling	O	Video equipment, props
Fine Dexterity	R	Computer keyboard, telephone keypad, writing
Kneeling	O	Shooting videos
Crouching	N	
Crawling	N	
Bending	O	Shooting videos
Twisting	N	
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, shooting and editing videos, observing work activities, driving
Hearing	C	Staff, supervisor, general public
Talking	F	Staff, supervisor, general public
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Video equipment, videotapes, computer, Standard Microsoft Windows and Office software, laser or inkjet printer, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	
Other (see 2 below)	

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)